

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)**

**MEETING NOTES**

**August 17, 2017 – 10:00 to 10:45 a.m.**

**VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM**

**ATTENDEES – Aaron Starck, Aiden Ely, Brian Nath, Eric Lane, Fabienne Chauderlot, Greg Vega,  
Jessica McKean, Mary Eden, Michael Copenhaver & Wayne Branker**

**New and Relevant Issues to Be Discussed**

1. Workday

- a. Worklet - Finance Standard Reports – Brian Nath reported that the worklet is there for you to add to your home page in Workday.
  - i. Available Balance by 4 digit
  - ii. GCCCD – Open Encumbrance Details by Smartkey
  - iii. Report – Zip Summary (Single Zip)
- b. Offsite Access – MultiFactor Authentication (MFA) – done

Michael Copenhaver & Wayne Branker requested that Brian Nath ask the Workday team to include finding out about Professional Enhancement Funds information in Workday.

2. Colleague/WebAdvisor

- a. Student Address Changes via WebAdvisor – Wayne Branker reported that there was a meeting where things were found that needed to be fixed, and they will be meeting again September 5<sup>th</sup>.
- b. Colleague Upgrade (UI, Windows 10, etc) – Eric Lane reported that with this update we will be current as of the end of August.
  - i. Full Upgrade – scheduling downtime – Nov 4/5
  - ii. Planned – Late Sept target for user interaction/testing
  - iii. Step Three – Advising - Next steps for Grossmont ?
- c. Drop for Non Pay – workgroup to review (DCEC) – Aaron Starck reported that the goal is Fall 2018, and that per Pat Setzer this will be going to DCEC.
  - i. Going from 1 to 2 – 4 weeks before (new), and 2 weeks before (current)
  - ii. Catalog wording regarding drop dates, Websites, etc ?
  - iii. Student Communication, VP awareness
  - iv. Spring 2018 vs Fall 2018
  - v. Review in DIT
- d. GC request for pick list on every WebAdvisor student drop as to why – mod to WA reg process – There was a question as to whether or not a custom mod would be required in Colleague to present a Drop Reason Pick List to a student when dropping a section. Upon hearing that it would require a custom mod, the A&R offices will instead pursue drop analysis by reaching out to students through some other mechanism, such as Communications Management, email, survey, etc.

3. Network and Server Upgrades – all done in 1 year – Brian Nath reported he is working with Purchasing to get contracts, services, and PO's done.

- a. Wifi – Fall – initial goals
  - i. GC – bldg. 10,60,70, CC – bldg. H,I,K
- b. Network 10 Gig – Summer / Fall goals
  - i. GC – Bldg 55,20,34,70 - done CC – Bldg H, I, K
- c. Lab Imaging – Server and Network upgrades complete for GC, CC update

4. VOIP – Voice Over IP – new telephone system – 1 year plan – Brian Merrill – Brian Nath reported they are meeting with vendors to replace the phone system, and it may end up being a bid.
5. Windows 10, new Dell desktop Hardware (7050) – Brian Nath reported that the 7040 is no longer available, and that the 7050 only supports Windows 10 so IS is working on a new Windows 10 image.
6. Upgrade Resource25 – new functionality – moving forward – Brian Nath reported this is cloud based, and there will be a demo which Jessica McKean will set up.
7. DARS – Degree Audit – Jessica McKean/Asma AbuShadi – Jessica McKean reported there is a kick off meeting tomorrow to schedule the upgrade for DARS, and that they will have a test environment before it goes live.
  - a. Conference, pick list, technical issues, upgrade, Assist – Brian Nath reported that the state is revamping this.
8. Ed Plan software – Demos done – next step TCC
9. BPA – Technology planning – next steps TCC
10. OER – Open source Education Resources SB-1359 – Brian Nath asked what the deadline for this is. Wayne Branker thinks its January 2018. Both colleges were asked to research the requirement deadline and needed functionality.
  - a. Next steps – interim solution, college control, text per section showing on WebAdvisor
  - b. [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201520160SB1359](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB1359)
  - c. Discuss at joint Academic Senate

## **Information Items – Discussed as Requested**

### **Ongoing Projects with Change in Status**

1. HelpDesk Software – RemedyForce – Piloting with ICS at both colleges, test users in A&R
2. FTES – Coding standards – next meeting Aug/Sept
3. https for GCCCD Web sites – Payroll says County access will be needed for years, IS needs to talk with County IT folks do determine options.

### **Ongoing Projects**

1. Managing Reporting Requests
2. Document Imaging – Business Analysis
  - a. Analyze sharing of documents – Ex transcripts, other doc types
  - b. Analyze process of recording, storing and retrieving Ed plans across depts/colleges
  - c. Ways to streamline document storage, Electronic forms vs paper
3. SSSP data
  - a. integration from Cynosure and SARS directly
  - b. Data collection from High Schools – how to enter into Colleague – GC vs CC
  - c. Exemption – How to code Cohort of students that do not need to be “Directed to Services” and how does this coding affect our pathways or business processes
4. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
5. Onedrive – waiting for Security enhancements
6. Open Class List Report – A&R wants to only show students classes they can actually register for